



Upon the separation of an employee from the Department of Health (DOH), there are many steps that should be taken, to ensure the separation is efficiently completed.

One of these steps is the update of the employee's TRAIN Florida learner account information, to remove the learner from all DOH reports, yet maintain the learner's access to their TRAIN Florida account in the future.

TRAIN Florida is a learner driven system, and it is important for the learner to make the changes, to assure their knowledge of how to access TRAIN Florida in the future. Your TRAIN Florida account can be accessed and updated at your leisure any time after your separation from DOH.

This document will guide you through the steps needed to update your TRAIN Florida learner account information, including the account Details, Groups, and Profile information to reflect your new employer's information, or your personal information, whichever is most appropriate at the time of the update.

Accessing Your TRAIN Florida Learner Account

To begin this process you must [Log In to TRAIN Florida](#).

Step 1: After you have successfully logged in - From your **TRAIN Florida home page** - Click on the **My Account** link in the upper right corner of the TRAIN Florida banner (Fig. 1).

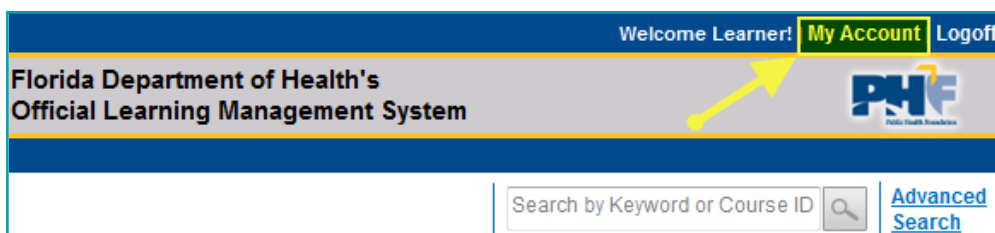



Figure 1

Step 2: You will be directed to the **My Account – Details** page (Fig. 2).

This page lists all of your account information and gives you access to your Groups and Profile information. We will review the changes needed to your Groups and Profile information later in this document.

All detail information **required** by the TRAIN system will be marked by a **red asterisk** , please do not leave one of the required fields blank.

There are specific required fields that must be updated as part of your separation process.

The following steps will list these fields (Fig. 2), and provide guidance on what information to use to replace the Department information.

NOTE: You may also choose to update any other Non-Department information such as your password, security question & answer, and e-mail preferences at this time.



My Account

Details

Groups

My Profile

* = required fields.

Login Name: OPQI

First Name: * Learner

Last Name: * OPQI

Reset Password

Middle Name:

1 Email: * DOHLMSSupport@flhealth.g

3 Title: * Tester

4 Department / Division: * Office of Chief of Staff

5 Address 1: * 2585 Merchant's Row Boule

6 City / Township / Town: * Tallahassee

7 Country: * United States

8 County: * Leon

9 Telephone (daytime): * 850-245-4008

Telephone (evening):

i.e. 123-456-7890

Fax:

2 Organization name: * Florida Department of He

10 Bureau/ Section: Office of Performance and Q

Address 2:

11 State / Territory: * Florida

12 Zip code / Postal code: * 32399

Extension:

Mobile:

Pager:

Please choose your secret question and provide a ONE WORD answer.

Question: * Your Favorite Place

Answer: * OPQI

☒ I would like to receive emails from TRAIN.

☐ I would like to receive notifications about the site updates by email.

☒ I would like to receive annual notifications to keep my account up to date.

Course Provider role

Request Course Provider Role

Conference Presenter role

Request to Become a Conference Presenter

Do you hold a Professional License Number?

☐ Yes ☒ No

Figure 2

1. Email – **Change to** – Personal e-mail address
2. Organization Name – **Change to** – **Florida – General** (please use this format)
3. Title – **Change to** – New job title if known or enter None
4. Department/Division – **Change to** – New job info. if known or enter None
5. Address 1 – **Change to** – New work address or Home address
6. City/Township/Town – **Change to** – New work address if known or Home address
7. Country – **Change to** – New work address if known or Home address
8. County – **Change to** – New work address if known or Home address
9. Telephone (daytime) – **Change to** – New office number if known or A personal number
10. Bureau/Section ** – **Please delete the information in this field – it may be left blank**
11. State/Territory – **Change to** – New work address if known or Home address
12. Zip code/Postal code – **Change to** – New work address if known or Home address



NOTE: Your Login Name will not need to be changed as it is unique to you in the TRAIN System. You will be able to access your TRAIN Florida account at your leisure any time after your separation using this Login Name and your chosen password.

Updating Your TRAIN Florida Group Assignment

After you have completed the update of your account information on the Details page, you must update your TRAIN Florida group structure.

The following steps will provide you with the steps to make the change.

Step 1: From your **My Account** page – Click on the **Groups** tab (Fig. 3).

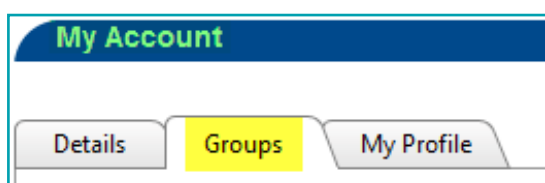


Figure 3

Step 2: On the Groups page, your current group assignments will be listed under the **State Portal** section – **Selected Groups** (Fig. 4).

To begin your update, click on the **Select Groups** button.

NOTE: Do not use the Remove Groups button.

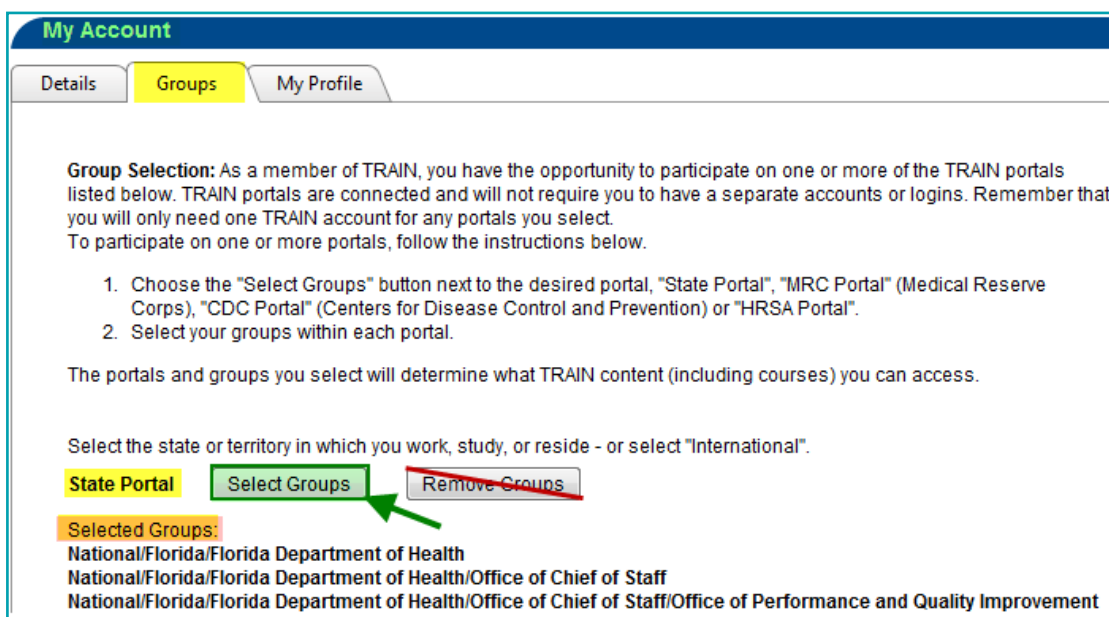


Figure 4



Step 2: After clicking the Select Groups button, the **Select Groups pop-up window** (Fig. 5) will open. The **Assignment mode** will be set to the default – Simple.

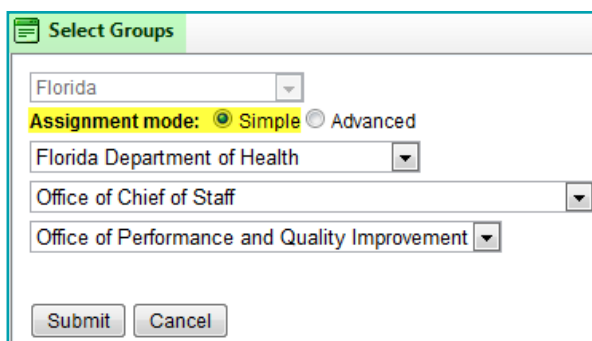


Figure 5

Step 3: Click on and open the first drop down menu under the assignment mode (Fig 6). Locate and click on the **Florida – General** group title.

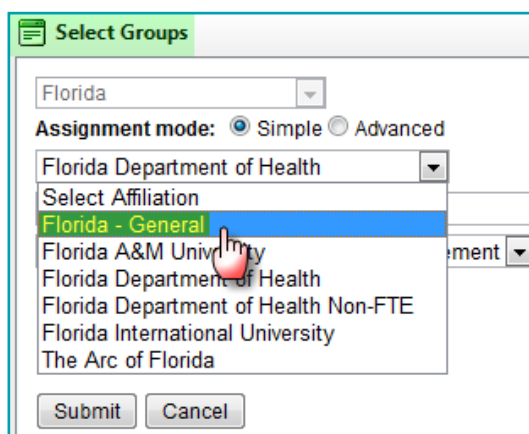


Figure 6

Step 4: The Select Groups window will refresh, and show only the Florida – General menu choice. Click on the **Submit** button to save your change (Fig. 7). After clicking Submit, you will be taken back to the Groups page. The **State Portal** section – **Selected Group** should show only Florida-General (Fig. 8).

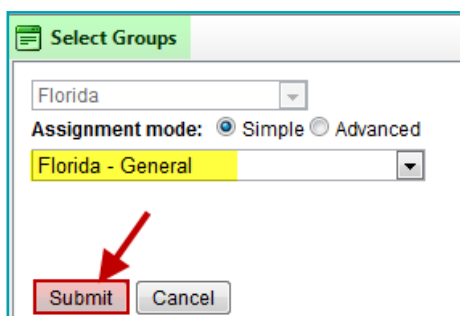


Figure 7

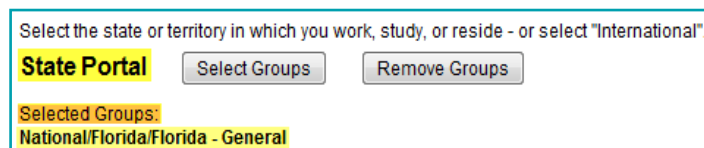


Figure 8

After you have completed the update of your group assignment on the Groups page, **your final updates will be to your Profile information**. The following section will provide you with the steps to make the changes.



Updating Your Account Profile Information

Step 1: From your **My Account** page – Click on the **My Profile** tab (Fig. 9).

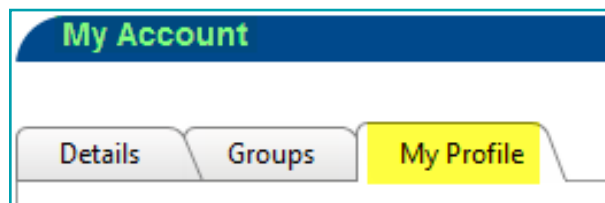
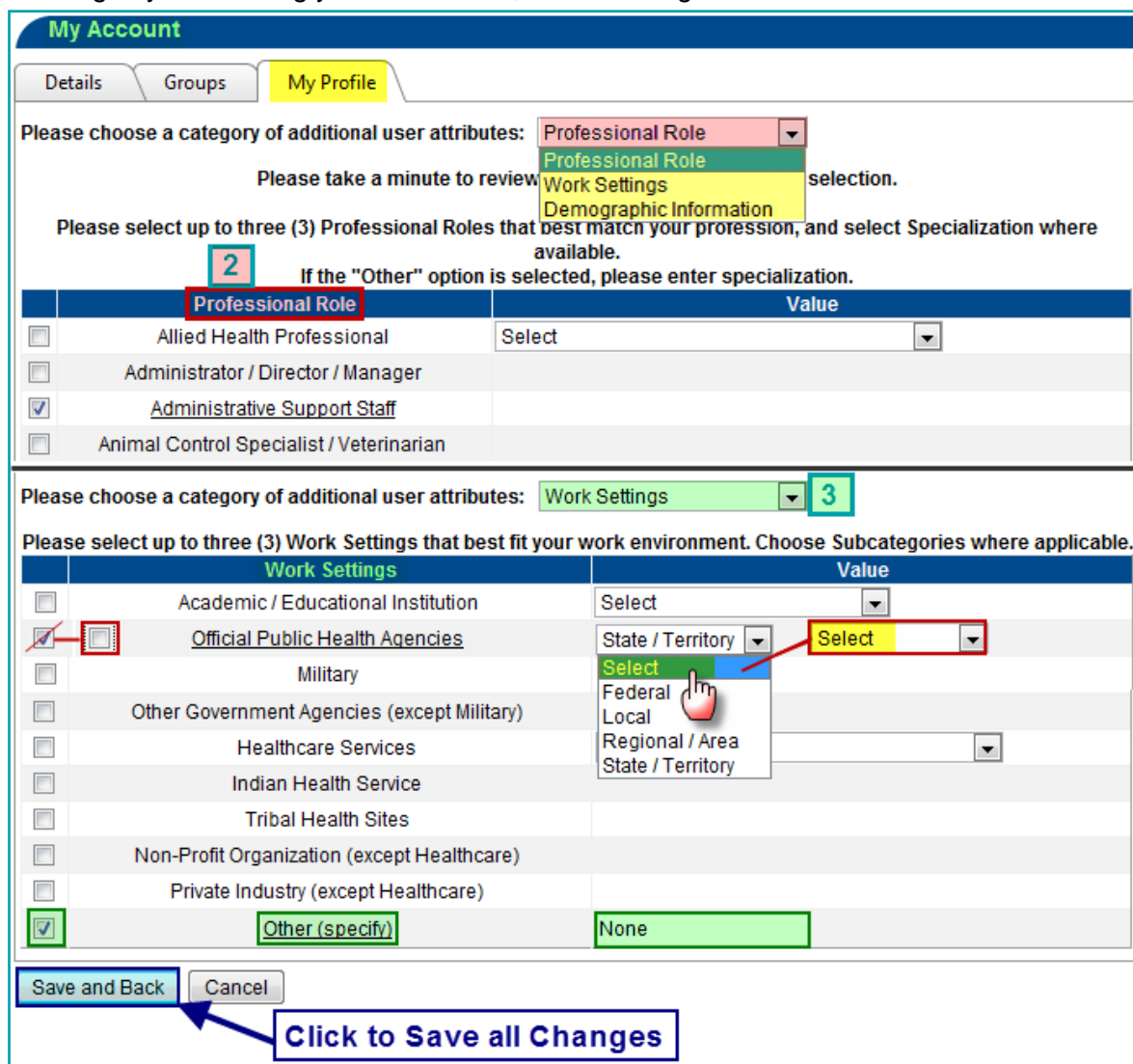


Figure 9

Step 2: The **Professional Role** screen (Fig. 10) is the default screen for the My Profile tab.

The TRAIN System requires this screen to have at least one (1) role checked. You may leave your current position title checked, or if your new position is listed as a role, make the change by unchecking your current title, and checking the box next to the new one.



The image shows a web interface with a blue header bar containing the text 'My Account'. Below the header, there are three tabs: 'Details', 'Groups', and 'My Profile'. The 'My Profile' tab is highlighted in yellow. The main content area is titled 'Professional Role' and contains the following sections:

Please choose a category of additional user attributes: Professional Role (selected)

Please take a minute to review your selection.

Please select up to three (3) Professional Roles that best match your profession, and select Specialization where available.

If the "Other" option is selected, please enter specialization.

| Professional Role | Value |
|---|--------|
| <input type="checkbox"/> Allied Health Professional | Select |
| <input type="checkbox"/> Administrator / Director / Manager | |
| <input checked="" type="checkbox"/> Administrative Support Staff | |
| <input type="checkbox"/> Animal Control Specialist / Veterinarian | |

Please choose a category of additional user attributes: Work Settings (selected)

Please select up to three (3) Work Settings that best fit your work environment. Choose Subcategories where applicable.

| Work Settings | Value |
|--|------------------------------|
| <input type="checkbox"/> Academic / Educational Institution | Select |
| <input checked="" type="checkbox"/> Official Public Health Agencies | State / Territory (selected) |
| <input type="checkbox"/> Military | |
| <input type="checkbox"/> Other Government Agencies (except Military) | |
| <input type="checkbox"/> Healthcare Services | |
| <input type="checkbox"/> Indian Health Service | |
| <input type="checkbox"/> Tribal Health Sites | |
| <input type="checkbox"/> Non-Profit Organization (except Healthcare) | |
| <input type="checkbox"/> Private Industry (except Healthcare) | |
| <input checked="" type="checkbox"/> Other (specify) | None |

Save and Back Cancel

Click to Save all Changes

Figure 10

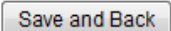


Step 3: Use the drop-down menu and access the **Work Settings** screen (Fig. 10).
The TRAIN System requires this screen to have at least one (1) work setting checked.

If your new workplace setting is listed, make the necessary changes by checking the appropriate box, and making the appropriate menu choices as needed.

If your new workplace setting is not listed, you **must** make the following changes:

- **Uncheck the box** next to Official Public Health Agencies
 - Open the drop down menu, locate and click on **Select**
 - Check the box next to **Other(specify)**
 - Enter your new work place descriptor in the **Value** field.
- If you do not have one at the time of this update you may enter None.

To save **all** of your TRAIN Florida learner account updates, on all of the screens, click the **Save and Back**  button at the bottom of the page (Fig. 10).

You will be returned to your TRAIN Florida home page.

Although you have made changes to your TRAIN Florida account in regards to your separation from the Florida Department of Health, your TRAIN Florida learner account will stay active.

You will be able to access your TRAIN Florida account at your leisure any time after your separation from DOH using your assigned Login Name and your chosen personal password.

If you have any questions or concerns regarding the required updates of your TRAIN Florida learner account during your separation process, please contact your [Local TRAIN Florida Administrator](#) or TRAIN Florida Support, DOHLMSSupport@flhealth.gov or by phone, 850-245-4008.

